



**REQUEST FOR QUALIFICATIONS
FOR
PREQUALIFYING RECYCLABLE MATERIALS PROCESSING
SERVICE PROVIDERS FOR
THE CITY OF GULF SHORES, ALABAMA**

A. Introduction

The City of Gulf Shores, Alabama, ("City") is requesting recycling vendors, brokers, firms, or materials processors to submit Letters of Interest (LOI) and Statements of Qualifications (SOQ) for evaluation for inclusion on a list of prequalified recycling service providers.

The City is seeking qualified vendors interested in purchasing recyclable materials (paper, plastic, aluminum, steel, and electronics) collected and processed by the City at the Gulf Shores Recycling Center in accordance with the terms, conditions and specifications contained in this RFQ. The City seeks vendors who will work cooperatively with the City to meet the City's objectives of reducing waste and pollution, increasing the city-wide recycling rate, and increasing revenue associated with the disposal/recycling of materials.

The City of Gulf Shores is an Equal Opportunity Employer and requires that all vendors comply with the Equal Employment Opportunity laws. The City also encourages and supports the participation and utilization of Minority Business Enterprises on this and all public solicitations.

Services will be obtained on an as-needed basis and the City makes no representations as to the actual amount of service, if any, to be obtained from any particular firm.

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFQ. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFQ.

B. Background

In 2014 the City of Gulf Shores initiated a pilot recycling program in the City's high-density beach area. Building upon the success of that program, in 2015 the City of Gulf Shores will expand and enhance the pickup service and recycling program. This new service will provide many benefits to the community, including providing convenient trash/recycling receptacles, encouraging responsible action by beachgoers, reducing litter and roadside trash, and providing a recycling drop-off location for residents. This program will provide an opportunity to significantly reduce the amount of trash sent to the landfill by recycling up to 80% of the materials collected on the beach.

One component of this program is the establishment of a Recycling Center at 167 Parkway South in Gulf Shores. This facility will function as a Materials Recovery Facility (MRF) and as a drop-off location for residents. Primary activities will include sorting of recyclables,

processing materials for transport, temporary storage of materials, and administration of the City Recycling Program. All material collected in the high density beach areas will be transported to the facility for processing. The materials accepted at the facility will include:

Paper Products

- Cardboard
- Printer Paper
- Newspaper
- Magazines

Plastics

- PET – Polyethylene Terephthalate (Water/Soda Bottles)
- HDPE – High-density Polyethylene (Milk Jugs, Juice Bottles)
- LDPE – Low-density Polyethylene (Grocery Bags)
- Vinyl – Poly Vinyl Chloride (PVC pipe, Siding)
- PP – Polypropylene (Yogurt cups, Food containers, Auto Parts, Dishware)
- PS – Poly styrene (Toys, Plastic utensils, Cafeteria trays, NO STYROFOAM)
- Other – Mixed Plastics

Glass Bottles

- Beverage containers (Clear, Brown, Green, Blue)

Aluminum

- Cans/bottles
- Old Scrap (lawn chairs, aluminum foil, pie tins, decorative aluminum items)

Steel Cans

- Canned goods

Electronics

- TVs, computers, monitors, etc.

The facility will be open seven days a week from 8:00am to 4:00pm. It will be staffed by one crew leader and three part-time facility workers. Materials collected at the facility will be prepared for transport (sorted, baled, and/or containerized).

C. Requested Services

The City of Gulf Shores is seeking qualified vendors to purchase and transport sorted recyclable materials from the City Recycling Center located at 167 Parkway South, Gulf Shores, AL 36542. It is the intent that vendors shall purchase recyclable materials from the City on an as-needed basis.

Vendor will have the option of providing hauling services as part of the service agreement or receiving materials as delivered by the City.

If a vendor proposes hauling as a part of the service agreement, vendor may supply its own collection containers (roll offs, trailers, etc.) for City personnel to store materials in.

Vendor shall be solely responsible for the safety of vendor's employees and others relative to vendor's work, work procedures, material, equipment, transportation, signage, and related activities and equipment.

Vendor shall comply with all federal, state county and municipal laws, and regulations applicable to its equipment and business, and will pay all governmental taxes and imposts on such equipment and business when due.

Vendor shall operate in compliance with OSHA and DOT regulations.

Vendor shall possess and keep in force all licenses, business permits, and other permits required to perform the services of this Agreement.

D. Submittal Requirements

Submittal of Letter of Interest (LOI) and Statement of Qualifications (SOQ) should include, but is not limited to, the following:

1. Cover sheet stating name of firm, address and telephone number. A primary contact with phone number and email shall also be provided.
2. Letter of interest (LOI) signed by a principal of the recycling service provider, stating a brief summary of the intent of the requester.
3. Description and history of company emphasizing the vendor's resources and expertise in the area(s) relevant to this RFQ.
4. Clearly indicate what type(s) of recyclable material the vendor is interested in purchasing.
5. Proposed price formulas descriptions, including explanations of price schedules, market based formulas, stock and commodity indexes or journals, or any other relevant information (i.e. Yellow Sheet of the Official Board Markets, etc.).
6. Vendor shall provide a description of pricing formula with associated equipment bailment riders, fuel adjustments (if any), and the arrangement for pickup or delivery of materials.
7. General description of logistics including transport schedules, locations, types of equipment/vehicles to be used, additional services vendor can provide, and process of payments, invoicing, etc.
8. Proof of insurance.

Respondents may provide any additional information the respondents feel would be necessary for or relevant to the City's review of their submissions.

E. Evaluation of Statement of Qualifications

Evaluation of SOQ and ultimate selection of pre-qualified vendors will be based on the following criteria:

1. Firm and individual qualifications
2. Number of years in business
3. Competence to perform required services as indicated by technical training, experience, and education.
4. Location of firm.
5. Capacity to perform work.
6. Ability of the firm to perform the required services competently and expeditiously, and the availability of necessary personnel.
7. Examples of previous work.

F. Where to Submit LOI and SOQ

Submittals will be accepted no later than 5:00 pm on May 1st 2015. Submittals, questions and comments will be received by the City of Gulf Shores Environmental/Grants Coordinator at:

Email address:

dbond@gulfshoresal.gov

Mailing address:

City of Gulf Shores

Dan Bond, Environmental/Grants Coordinator

P.O. Box 299

Gulf Shores, AL 36547

If you have any questions or need further information please contact Dan Bond (251)968-9825.